



Wedding Application

If completing electronically, please save this form to your computer before typing. Once complete, click "save" again.

CONTACT

Contact Name: _____ **Phone Number(s):** _____

(Name of person responsible for supervising the event during setup, breakdown, clean up, and duration of event)

Email: _____

Address: _____
(street, city st, zip)

Secondary Contact: _____ **Phone Number(s):** _____

(In the event primary contact cannot be reached)

Email: _____

EVENT

Event Name: _____

(i.e. Smith Wedding)

Requested Date: _____ **Anticipated Number of People:** _____

Event Start Time: _____ **Event End Time:** _____

	Space	Standard Setup	Mon. - Thurs.	Fri. - Sun.
Capitol	<input type="checkbox"/> Hall of Governors	No equipment provided, rentals available	\$1,300.00	\$1,300.00
	<input type="checkbox"/> Rotunda	No equipment provided, rentals available	\$2,000.00	\$2,300.00
East Senate Building	<input type="checkbox"/> State Room	45 Tables, 225 Chairs seated at tables	\$1,000.00	\$1,000.00
	<input type="checkbox"/> East Plaza	No equipment provided, rentals available	\$1,300.00	\$1,300.00
Capitol Hill Complex	<input type="checkbox"/> North Plaza	No equipment provided, rentals available	\$1,300.00	\$1,300.00
	<input type="checkbox"/> West Plaza	No equipment provided, rentals available	\$1,300.00	\$1,300.00
	<input type="checkbox"/> White Memorial Chapel	No equipment provided, rentals available	\$500.00	\$500.00

Food and Beverage:

Please note: Chartwells Capitol Dining holds the food service provider contract and is the only caterer to service events in the East Senate Conference Center. No catering services are permitted in the White Memorial Chapel. All other event spaces must use an approved caterer.

Catering: ☐ Yes
☐ No

Name of Caterer: _____

Information about dining services and approved caterers may be viewed at www.utahstatecapitol.utah.gov under "Dining".

EQUIPMENT

Please select the equipment needed for your event. Equipment rentals vary according to availability and room size and are available for indoor use only. Please be sure to submit the corresponding layout diagram for your event, indicating equipment requests and placement. Individual room diagrams may be downloaded from <http://utahstatecapitol.utah.gov/index.php/scheduling/roominformation>.

All diagrams should be emailed to capitolscheduling@utah.gov or faxed to 801.538.3221 no later than one week prior to the event. Please coordinate your setup and breakdown times with the Capitol Preservation Board (CPB) office.

Equipment Name	Charge Per Item	Quantity Available	Quantity Requested
4X8 Riser	\$25.00	4	
Table Pedestal Round 42" & 20"	\$10.00	10	
Extension Cord	\$5.00	8	
Garbage Can	No Charge	8	
Gold Chiavari Chair	\$5.00	160	
Gold Easel	\$10.00	8	
Grand Piano (available in Rotunda only)	\$200.00	1	
Power Strip	\$5.00	6	
6' Rectangle Banquet Table	\$7.00	32	
6' Round Table	\$7.00	50	
Stanchions (set of two)	\$10.00	20	
Upright Piano	\$50.00	2	
White Folding Chair	\$1.50	600	
		Total:	

(An on-site coordinator is available upon request for an additional \$50 per hour. Please contact CPB to schedule on-site attendant, if you prefer to have one present for the length of your event.)

PAYMENT

Fee Structure	
Fee Name	Price
Administrative	\$10.00
UHP Security	\$50/hr
Setup and Breakdown	\$50/hr
Janitorial	\$50/hr
Hall of Governors	\$150
Rotunda	\$250

(Setup, breakdown, janitorial and security will be billed approximately two weeks after your event.)

To submit an application, CPB must receive payment of a non-refundable \$10.00 administrative fee. To secure a reservation, CPB must also receive a down payment of fifty percent of the total cost for the space rental. The additional fifty percent is due at least two weeks before the scheduled event. Payments may be submitted with cash, check, Master Card, Visa, or any type of certified funds, in the following ways:

- Phone: Please contact the CPB office at [801.410.0011](tel:8014100011) with payment information.
- In Person: Payments may be submitted in person between 8:00 am and 5:00 pm Monday through Friday to the CPB office.

_____ Initial

INSURANCE

PROOF OF LIABILITY INSURANCE

When hosting an event on the Capitol Hill Complex, event insurance is required. This insurance is referred to as “Special Event Policy” and must be provided to the CPB in the form of an Acord Certificate, no later than two weeks before the event. The co-certificate or co-insured should be denoted as: Capitol Preservation Board, 350 N. State Street, 120 State Capitol, Salt Lake City, UT 84114. This policy may be received from your local homeowner or vehicle insurance provider.

_____ Initial

RULES

As Sponsor / Event Host, I Acknowledge:

- No event may disrupt or interfere with any “Official State of Utah business”.
- Levels of audible sound generated by a group or an individual, indoors or in the North Plaza, shall not exceed 85 decibels. Other outdoor spaces must follow the city noise ordinances.
- Consumption, distribution, or open storage of alcohol is prohibited.
- Open flames, flammable fluids, candles with flames, burning incense, smoke, fog machines, disseminating dust, powder, glitter or confetti, and explosives are prohibited.
- A gelled alcohol food warming fuel used for food preparation or warming (catering sterno) is allowed.
- Balloons are not allowed inside the Capitol building.
- No weighted loads of any kind are to be rolled across the glass floor of the Rotunda.
- All events held in CPB-managed spaces must use a caterer from the “Approved Catering List”, found on the CPB website.
- No adhesive material, wire, nails, or fasteners of any kind may be used inside of any building on the Capitol Hill Complex, including but not limited to hand railings, doors, pillars, bannisters, etc.
- Signs, posters, decorations, displays, or other media shall be in compliance with the state law regarding pornographic and harmful materials.
- No posting or affixing of placards, banners, or signs to any part of any building or on the grounds.

_____ Initial

I understand, that among the other requirements of the Rules, I:

- am responsible for damages incurred as a result of the event and will pay to have the area used restored if damage occurs;
- will indemnify and hold harmless the State of Utah for damage or loss to the State arising out of the conduct of such use or activities on the Capitol Hill Complex;
- understand the reservation is not transferable. The purpose, time and place and other conditions of the reservation may not be changed without advance written consent of the CPB office. The CPB office may revoke the reservation for violation of law, violation of facility rules, or if the safety or health of persons is threatened;
- may cancel the event and receive full refund of fees and deposit (with the exception of the \$10 administrative fee) if written notice is received by the CPB office not less than 30 days prior to the scheduled event. Failure to timely cancel will result in forfeiture of any deposit and fees;
- understand all changes to the event set-up on the diagram must be submitted no later than 48 hours prior to the event. If changes are made at least 48 hours in advance, a new event diagram must be submitted.

R131-2-6

(12) Enforcement of Rules.

- (a) **If any person or group is found to be in violation of any of the applicable laws and rules, a law enforcement officer or state capitol security officer may issue a warning to cease and desist from any non-complying acts. If the law enforcement or security officer observes a non-compliant act after a warning, the officer may take disciplinary action including citations, fines, cancellations of event or activity, or removal from the Capitol Hill Complex.**

A complete list of the above-summarized rules can be found at utahstatecapitol.utah.gov under: [Capitol Hill Complex Facility Use](#), [Fee Schedule](#), and [Commercial Solicitations Rules](#) as relating to the venue.

_____ Initial

SIGNATURE

By signing this document, I state that I have read and understand all the rules and regulations that apply to my rental of space at the Utah State Capitol Complex. This application acts as both a permit and a contract for my event.

(The Capitol Preservation Board will not accept any unsigned applications)

Signature of Applicant: _____ Date: _____

Name (please print): _____

Capitol Preservation Board Office
350 North State Street
120 State Capitol
Salt Lake City, Utah 84114
Phone: 801-410-0011
Fax: 801-538-3221
Email: capitolscheduling@utah.gov